

**SECRET**

5 JAN 1973

MEMORANDUM FOR: Special Support Assistant,  
Deputy Director for Support

SUBJECT : Requirement to Forward Current and  
Accurate Locator Card Data for  
Personnel Under Cover

1. The Transactions and Records Branch, Office of Personnel has recently brought to the attention of CCS a number of cases in which component administrative elements have either not forwarded current locator information on their personnel or have submitted inaccurate locator data. This situation poses a potential compromise for personnel under cover.

2. As of December 1972, the Telephone Branch had compiled a list of 92 names of employees whose locator data had been found to be incorrect. In some cases component administrative elements failed to make corrections even though the matter had been brought to their attention on a monthly basis for up to 10 months. The most serious cases involve personnel who have been placed under cover and whose component administrative elements have not forwarded to the Office of Personnel the correct limitation category code for use of the Telephone Branch. Recently the Telephone Branch, based on incorrect information supplied by component administrative elements, was prepared to acknowledge two individuals under cover as overt Agency employees. Fortunately, the Telephone Branch caught these two cases because of special flags that CCS had placed on the records of the two individuals involved.

3. A copy of this memorandum is being sent to the Support Officers of all Agency elements which have or may have personnel under cover. In addition, it would be appreciated if the importance of forwarding to the Office of Personnel current and accurate locator data on personnel under cover could be stressed at a Support Chiefs Meeting.

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Chief, Central Cover Staff

cc: DDP  
ADDP

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